Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

BSIR Help Sheet for FY 2014 and 2015

Web address: https://www.reporting.odp.dhs.gov.
GRT Help line: 1-866-476-4827 (NEW toll-free)
OR
Cal OES Grants Processing Representative

ACCOUNT MAINTENANCE

Forgot you password? Account locked?
Please call a Grants Processing representative.

Note: If you have not logged into the web site for more than 45 days, the account may be locked and you will need to call for assistance.

DATA ENTRY INTO GRT

Remember to scroll to the bottom of each page and verify all information has been entered

1. Log in.
2. Select the "**Funding**" module from the menu on the left.
3. Note two (2) separate drop-down menus: "Grant Award Year," and "Reporting Period" at the top of the page.
4. Select Grant Award Year: **2014** or **2015**. Reporting Period should be BSIR (June 16).
5. Click on your "Grantee/Subgrantee" link.
6. "**Award**" tab: Review and update Obligated amount for award. Click "Save and Continue", this will advance you to the "Project" tab *Note: Obligated + Expended should NOT exceed Award.*
   a. "Award" = Amount awarded
   b. "Obligated" = Legally designated funds to be expended for a particular purchase or purpose.
   c. "Expended" = Disbursed funds to the supplier or vendor to fulfill an obligation. *Note: This amount is now grayed out and will be captured from the "Project ($) tab."*

7. "**Project**" tab: Click on the Project Title of the project you want to review and/or make updates, this will advance you to the "Project ($)" tab for that specific project.
8. **"Project ($)"** tab: Review all information and make necessary updates. Type a brief narrative of the progress that has occurred for this project in the "Project Notes" field with your initials and the date. Enter the amount Expended for that project. Select "Save and Continue", this will advance you to the "Project Detail Tab."
9. **"Project Detail"** tab: Review and make necessary updates to the Investment Alignment, Core Capability and Project Details information. Enter Milestones, and enter NIMS Typing (if applicable) for the project.
   a. Submission Type- Choose either State or Urban Area Submission.
   b. Investment Supported- Select the Investment that the project supports.
   c. Previously Awarded Investment- Select Yes or No if project supports an Investment that was previously awarded. If yes, you will be required to complete further information in regards to the previously supported investment.
   d. Primary Core Capability- Select from the drop down best fit for the project.
   e. Capabilities Building- Select Sustain or Build.

f. Deployable- Select Yes or No.
g. Shareable- Select Yes or No.
h. Project Status- Update the status of the project by selecting from the drop-down.
i. Project Management Step- Select what step the project is on from the drop-down.
j. Start Date: Enter 2 digit month and 4 digit year of start date or expected start date.
k. End Date: Enter 2 digit month and 4 digit year of the end date or expected end date.
l. Does project require new construction, renovation, retrofitting or modification of existing structure- Select Yes or No.
m. Milestones- Enter a task orientated narrative milestone. Must have at least 1 and can add up to 10. (Maximum of 250 characters per milestone).
n. Does project support a NIMS typed resource- Select Yes or No. If yes, enter Name and ID number of the typed resource using the "Type Library Tool" https://rtlt.preptoolkit.org/Public.
o. Select "Save and Continue" this will advance you to the "Allocations" tab.

10. **"Allocations"** tab: Review and update all the information under each applicable Solution Area Subcategory and Discipline (this is a long page, scroll to the bottom part for discipline). If there is new information to be entered or updated use the following steps:
NOTE: The solution area defaults to "Planning." You must choose the correct Solution Area from the drop-down list at the top of the page to properly view or update information.
   a. Choose the specific "Solution Area" for this project from the drop-down list at the top of the page (Planning, Organization, Equipment, Training, Exercise, or Management & Administration).
   b. Enter the project funding amount for the "**Solution Area Subcategories**" that apply.
   c. Enter the project funding for the "**Disciplines**" that apply.
   d. Select "Save and Continue." For *2014*, you will be advanced to the "Strategies" tab. For *2015*, you will advance back to the "Project" tab. ***NO STRATEGIES TAB FOR 2015**

11. **"Strategies"** tab: Review and update all the State Goals and Objectives for the project. Select "Save and Continue" this will advance you back to the "Project" tab.

   IMPORTANT: Steps 6-11 must be completed individually for each project listed under the "**Project**" tab.

HOW TO SUBMIT A PROJECT AND SUBMIT ALL PROJECTS TO STATE

1. Project tab:
   a. Click the check box to the left of the project(s) or the "Check All" link.
   b. Click the "Submit" button (the Project Status will change to "**Project Submitted**").
   c. Click the check box to the left of the project(s) or the "Check All" link.
   d. Click the "Submit" button again (Project Status will change to "**Submitted to State**"). Once submitted to state, no additional changes can be made without requesting that the project be changed back to either "Subgrantee Change Request" or "Data Entry in Progress" status. This can be requested by contacting your Cal OES Program Representative.
3. Just a reminder that the submission to Cal OES entails a **TWO** step process: **Project Submitted** and **Submitted to State**.